

Memorandum

TO : Chief, Records Administration Staff

DATE: 4 March 1965

FROM : SUBJECT: Request to Extend Secure Area in Room 4C-24 and Convert
Room 4C-26 from a Restricted to a Secure Area.1. I physically reviewed these two rooms at the request of
DD/P/FL

2. The extension of room 4C-24, approximately 6 feet into room 4C-26, is in the best interests of sound Records Management. The additional floor space will permit room for additional shelving to accommodate approximately 5,000 dossiers now being held in DD/P/RI. Approval of this extension would also provide space for expansion of these files.

3. In addition to providing office work area, room 4C-26 will also be used to store SI materials.

4. They presently have three 4 drawer safes and one 5 drawer card safe.

5. When contacted about the possibility of exchanging the safes for shelving or cabinets stated that due to the security classification of the materials (SI) she would have to retain the safes. I checked this with Security Office, and he confirmed her statement.

6. Therefore, I believe we should approve the part of this request that pertains to Room 4C-24 and consider the portion dealing with Room 4C-26 as a matter of security with no Records Management involvements.